

VENDOR SET-UP TIPS

OCP	VENDOR SETUP	VSU
NEXT FUNCTION: _____ ACTION: _____		08/29/2003 11:10:41
REQUEST: _____		
=====		
PAY ENTITY :	VENDOR NO :	GROUP :
VENDOR NAME :		VENDOR TYPE :
SHORT NAME :		EDI/FAX CODE :
--- ORDER FROM --- HOLD: _ DEFAULT ADDR: _		FAX :
ADDR LINE 1:		PHONE :
ADDR LINE 2:		STATE CODE : VAL: _
ADDR LINE 3:		POSTAL CODE : _
OPT ADDR 1:		OPT ADDR USE : _
OPT ADDR 2:		OPT STATE CD : VAL: _
CONTACT :		OPT POSTAL CD: _
--- REMIT TO --- HOLD: _		
ADDR LINE 1:		PHONE :
ADDR LINE 2:		STATE CODE : VAL: _
ADDR LINE 3:		POSTAL CODE : _
OPT ADDR 1:		OPT ADDR USE : _
OPT ADDR 2:		OPT STATE CD : VAL: _
CONTACT :		OPT POSTAL CD: _
PAYMENT TERMS: _		VENDOR STATUS: _
CONSL REPORTING INFO - PAY ENTITY: _ VEND NBR: _		GROUP NBR: _

1 VENDOR NAME

- Type the vendor name exactly as it appears on the vendor's invoice.
- Match the taxpayer identification number (TIN) with the vendor name.

2 SHORT NAME

- A maximum of 15 characters can be used.
- Do not type spaces or punctuation.
- Do not include the following words:
 - a
 - an
 - the

Non-trade Vendor

- For individuals, always use the last name first followed by the first name and middle initial (if known). For example, type **millermike** for Mike Miller.
- Use the following standard vendor short name abbreviations:

America/American	AMER
Association/Associated	ASSN
International	INTRNTL
National	NATL
Northeast/Northeastern	NE
Northwest/Northwestern	NW
Southeast/Southeastern	SE
Southwest/Southwestern	SW
United States	US
University	UNIV

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NEXT FUNCTION: _____		ACTION: _____		08/29/2003 11:10:41	
REQUEST: _____					
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PAY ENTITY :	VENDOR NO :	GROUP :	_____		
VENDOR NAME :		VENDOR TYPE :	_____		
SHORT NAME :		EDI/FAX CODE :	_____		
--- ORDER FROM	--- HOLD: _	DEFAULT ADDR: _	FAX :	_____	
ADDR LINE 1:			PHONE :	_____	
ADDR LINE 2:			STATE CODE :	VAL: _	_____
ADDR LINE 3:			POSTAL CODE :	_____	
OPT ADDR 1:			OPT ADDR USE :	_____	
OPT ADDR 2:			OPT STATE CD :	VAL: _	_____
CONTACT :			OPT POSTAL CD:	_____	
--- REMIT TO	--- HOLD: _				
ADDR LINE 1:	3		PHONE :	_____	
ADDR LINE 2:	4		STATE CODE :	VAL: _	_____
ADDR LINE 3:	5		POSTAL CODE :	6	_____
OPT ADDR 1:	7		OPT ADDR USE :	_____	
OPT ADDR 2:			OPT STATE CD :	VAL: _	_____
CONTACT :			OPT POSTAL CD:	_____	
PAYMENT TERMS:			VENDOR STATUS:	_____	
CONSL REPORTING INFO	-	PAY ENTITY: _____	VEND NBR: _____	GROUP NBR: _____	

3 ADDRESS LINE 1

THIS LINE WILL NOT PRINT ON 1099 FORMS (FOR INFORMATION TO OSC ONLY).

4 ADDRESS LINE 2

- Use this line for the intended *delivery* address.
- Spell out numeric street names only when there are duplicate names in a delivery area and the only difference is spelling versus numeric.
- Abbreviate the directional information using the appropriate standard abbreviation: **123 N Salisbury St**
- Abbreviate suffixes according to United States Postal Service (USPS) standards.
- Spell the first suffix and abbreviate the second suffix when two concurrent suffixes appear in the same line of the address: 4513 3rd St Circle West *becomes* 4513 3rd St **CIR W**
- Use USPS abbreviation standards for secondary designators such as suite (STE) and building (BLDG). For examples, see page 4 of this job aid.
- Designate P.O. boxes, drawers and caller boxes as **PO Box**.
- Designate rural route addresses as **RR** *instead of* Route, RFD, or Rt.
- Do not use punctuation after a suffix, directional indicator, or secondary designators: **101 N Main St**

5 ADDRESS LINE 3

- Use this line for the city for the vendor.
- Spell city names in their entirety, if possible.

6 POSTAL CODE

- Always use the Zip+4 postal code.
- Use a hyphen between the Zip+4.

7 OPT ADDR 1

- Type your full name, agency and telephone # (with area code) on this line so that the OSC Help Desk can contact you if more information is needed to process the request: **Joe Smith@DOJ 919-123-1234**

ADDING/CHANGING A TRADE VENDOR

Address	<input type="checkbox"/>	Add	<ul style="list-style-type: none"> When the vendor has added a new location
	<input checked="" type="checkbox"/>	Change	<ul style="list-style-type: none"> When the Payment Verification form documents the current address is incorrect or changed addresses
	<input checked="" type="checkbox"/>	Do not change	<ul style="list-style-type: none"> When the change cannot be verified or documented or when the address exists under a different group
Contact	<input checked="" type="checkbox"/>	Change	<ul style="list-style-type: none"> When the contact person is serving all NCAS agencies
	<input checked="" type="checkbox"/>	Do not change	<ul style="list-style-type: none"> When the contact person is serving your agency only
Telephone Number	<input checked="" type="checkbox"/>	Change	<ul style="list-style-type: none"> When the new number is the central contact for all NCAS agencies, or When the new number is documented by a letter, invoice, or Payment Verification form
	<input checked="" type="checkbox"/>	Do not change	<ul style="list-style-type: none"> When the number is for your agency contact only
Name	<input type="checkbox"/>	Add	<ul style="list-style-type: none"> When the vendor has changed names
	<input checked="" type="checkbox"/>	Change	<ul style="list-style-type: none"> When the Payment Verification form documents the current name is incorrect
	<input checked="" type="checkbox"/>	Do not change	<ul style="list-style-type: none"> When the name change cannot be verified or documented or when it exists under a different group
TIN	<input type="checkbox"/>	Add	<ul style="list-style-type: none"> When the vendor changes TIN and is documented by a letter, invoice, or Payment Verification form
	<input type="checkbox"/>	Inactivate Old Vendor	<ul style="list-style-type: none"> When the vendor changes TIN and is documented by a letter, invoice, or Payment Verification form
	<input checked="" type="checkbox"/>	Do not change	<ul style="list-style-type: none"> When the change cannot be verified or documented
Payment Terms	<input checked="" type="checkbox"/>	Change	<ul style="list-style-type: none"> When the terms code is applicable to all NCAS agencies
	<input checked="" type="checkbox"/>	Do not change	<ul style="list-style-type: none"> When the terms code is applicable to your agency only

Abbreviations for Street and Secondary Designators (Street Suffixes)

Alley	ALY
Annex	ANX
Apartment	APT
Arcade	ARC
Avenue	AVE
Basement	BSMT
Bayou	BYU
Beach	BCH
Bend	BND
Bluff	BLF
Bottom	BTM
Boulevard	BLVD
Branch	BR
Bridge	BRG
Brook	BRK
Building	BLDG
Burg	BRG
Bypass	BYP
Camp	CP
Canyon	CYN
Cape	CPE
Causeway	CSWY
Center	CTR
Circle	CIR
Cliffs	CLFS
Club	CLB
Corner	COR
Corners	CORS
Course	CRSE
Court	CT
Courts	CTS
Cove	CV
Creek	CRK
Crescent	CRES
Crossing	XING
Dale	DL
Dam	DAM
Department	DEPT
Divide	DV
Drive	DR
Estates	EST
Expressway	EXPY
Extension	EXT
Fall	FALL
Falls	FLS
Ferry	FRY
Field	FLD
Fields	FLDS
Flats	FLT
Ford	FRD
Forest	FRST
Forge	FRG

Fork	FRK
Fort	FT
Front	FRNT
Freeway	FWY
Gardens	GDNS
Gateway	GTWY
Glen	GLN
Grove	GRV
Harbor	HBR
Haven	HVN
Heights	HTS
Highway	HWY
Hill	HL
Hills	HLS
Hollow	HOLW
Inlet	INLT
Island	IS
Islands	ISS
Isle	ISLE
Junction	JCT
Key	KY
Knolls	KNLS
Lake	LK
Lakes	LKS
Landing	LNDG
Lane	LN
Light	LGT
Loaf	LF
Lobby	LBBY
Locks	LCKS
Lodge	LDG
Loop	LOOP
Lot	LOT
Lower	LWR
Mall	MALL
Manor	MNR
Meadows	MDWS
Mill	ML
Mills	MLS
Mission	MSN
Mount	MT
Mountain	MTN
Neck	NCK
Office	OFC
Orchard	ORCH
Oval	OVAL
Park	PARK
Parkway	PKY
Pass	PASS
Penthouse	PH
Pier	PIER
Pike	PIKE

Pines	PNES
Place	PL
Plains	PLNS
Plaza	PLZ
Point	PT
Port	PRT
Prairie	PR
Radial	RDL
Ranch	RNCH
Rapids	RPDS
Rear	REAR
Rest	RST
Ridge	RDG
River	RIV
Road	RD
Room	RM
Row	ROW
Run	RUN
Shoal	SHL
Shoals	SHLS
Shore	SHR
Shores	SHRS
Side	SIDE
Slip	SLIP
Spring	SPG
Springs	SPGS
Spur	SPUR
Square	SQ
Station	STA
Stop	STOP
Stravenue	STRA
Stream	STRM
Street	ST
Suite	STE
Summit	SMT
Terrace	TER
Trace	TRCE
Track	TRAK
Trail	TRL
Trailer	TRLR
Tunnel	TUNL
Turnpike	TPKE
Union	UN
Unit	UNIT
Valley	VLY
Viaduct	VIA
View	VW
Village	VLG
Ville	VL
Vista	VIS
Walk	WALK
Way	WAY
Wells	WLS